

M-Day Position Notice: 216-001

Closing Date: 17 August 2016

Applications for transfers are now being accepted for the following enlisted position. Questions concerning contents of this notice may be directed to your unit or to the South Dakota Recruiting and Retention Battalion, Rapid City, SD at 605-737-6827.

Duty Location: Rapid City, SD

Unit Designation: South Dakota Recruiting and Retention Battalion

Military Grade: SFC/E7

Duty Position: Human Resources Specialist

Duty MOS: 42A40 PARA/LIN: 007C-05

General Eligibility Requirements: This announcement is open to all interested SFC/E7 Soldiers.

Duty Requirements: a. *Major duties.* The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop, detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. The human resources specialist operates and manages field personnel information systems, trains and assist system users, or monitors system activities. The human resources specialist provides and manages postal operations. Duties for MOS 42A at each level of skill are:

(1) *MOSC 42A10.* Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file,

and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Monitor performance of systems users. Identify problems and discrepancies. Provides assistance or refers resolution to superiors. Conduct postal operations.

(2) *MOSC 42A2O*. Performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Prepares and monitors plans for supporting mobilization. Conducts postal inspections and audits. Conducts postal planning.

(3) *MOSC 42A3O*. Performs duties of and supervises the functions of the preceding skill levels. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders and other staff members on Soldiers, personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Supervise postal operations.

(4) *MOSC 42A4O*. Supervise HR office, specific human resources functions, Battalion S1 and human resources support activity. Performs duties of and supervises the functions of preceding skill levels to include quality assurance of product.

Special Information: This announcement does not constitute a commitment to fill the position.

Application and Selection Procedures:

A. Deployed Soldiers may apply by e-mailing a completed application to richard.e.harming.mil@mail.mil e-mail must be dated no later than the closing date of this notice. **Deployed Soldiers** may request copies of missing required documents be sent to the South Dakota Recruiting and Retention Battalion. The POC for a copy of your ERB, a Vacancy Application Approval Form (DA 4187) and a copy of your last three (3) NCOERs is your unit Admin NCO.

B. Interested members may apply by submitting, the following:

- (1) Copy of ERB
- (2) Copy of last three (3) NCOER's
- (3) Vacancy Application Approval Form (DA 4187)
- (4) Complete biographical information (Resume)

C. Applications must be received or postmarked no later than the closing date of this notice. Submit your applications to:

South Dakota Recruiting and Retention Battalion
ATTN: Senior Human Resources NCO
2823 West Main Street
Rapid City, SD 57702-8170

D. Selection will be made without regard to race, religion, color, national origin, sex, political affiliation, or age. Eligibility must be consistent with assignment policies. Selection will be made from those applicants' determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.

E. Applicants may be subject to personal interview upon notification of time and place. Necessary travel is at applicants own expense. Inquiries concerning specific aspects of the duty position should be directed to the South Dakota Recruiting and Retention Battalion, 605-737-6827.

BIOGRAPHICAL SUMMARY

PERSONAL INFORMATION

NAME: (LAST, FIRST, MIDDLE INITIAL)

HOME ADDRESS:

HOME TELEPHONE NUMBER:

CIVILIAN EMPLOYER INFORMATION:

CURRENT EMPLOYER:

BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES:

BUSINESS TELEPHONE NUMBER:

CIVILIAN EDUCATION:

MILITARY ORGANIZATION INFORMATION

PRESENT UNIT OF ASSIGNMENT:

PRIMARY MOS:

DUTY MOS:

PRESENT GRADE OF RANK:

DATE OF RANK:

YEARS OF SERVICE:

MILITARY EDUCATION:

SIGNIFICANT EXPERIENCE: